

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
July 16, 2015**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, July 16, 2015 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stubley, Secretary Iselin, Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held June 18, 2015, were reviewed and approved as written with a motion by Heck, seconded by Merten and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of June 30, 2015 (See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 55 on the waiting list for 1 bedroom units and 4 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Manager Olson reported that the relay switch and pump have been fixed in Mechanical Room II.

Manager Olson reported that payment in the amount of \$15,000.00 has been requested for the elevator power unit update from BraunThyssenKrupp.

A quote from Koch Kuts in the amount of \$2,380.00 was discussed regarding the removal of mulch and stumps from the areas where 16 trees were previously removed and replaced with soil and straw for lawn. They will also install plastic edging around the front sign for \$250.00 and fill in and seed the area around the new walkway for \$225.00. Motion by Heck, seconded by Iselin to accept these bids as quoted, carried unanimously. Koch Kuts also quoted on removing and replacing the "boxwoods" for \$450.00. A motion was made to accept this bid by Iselin, seconded by Stubley, carried unanimously.

Manager Olson is waiting for a return call from the fire inspector regarding a phone line to auto dial the fire department when the fire alarm is pulled.

(MPR Update)

The inside areas of RVM have been painted and Manager Olson is looking into purchasing furniture for the common areas. The speakers in the community room have been replaced, however, an amplifier is needed for the community room.

Fire door handles will be installed and locks put on the public restrooms.

An Open House is scheduled on July 18, 2015 from 1-4 P.M. This will be open to anyone in the community and surrounding area as well as residents and their families.

The final draw regarding the MPR project is scheduled for the end of July.

Residents have received surveys regarding any necessary repairs or unfinished items in their units. They are requested to return the completed surveys to Manager Olson.

COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

NEW BUSINESS

Manager Olson will contact Nobius Press regarding future brochures on RVM and cost.

UNFINISHED BUSINESS

Manager Olson and board members discussed the need for changes to the Management Plan. She will contact Rural Development for their input on what can/and or needs to be changed.

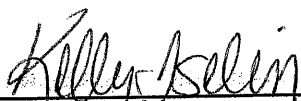
OTHER BUSINESS:

A motion was made by Heck and seconded by Iselin to send Chairman Lapp and Manager Olson to attend the WI-CARH statewide annual meeting in Wisconsin Dells on November 5, 2015. Motion was carried unanimously.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Stubleby and carried unanimously. Meeting adjourned at 7:45 P.M. The next monthly meeting has been tentatively scheduled for August 20, 2015 at 6:00 P.M.



Kelly Iselin, Secretary